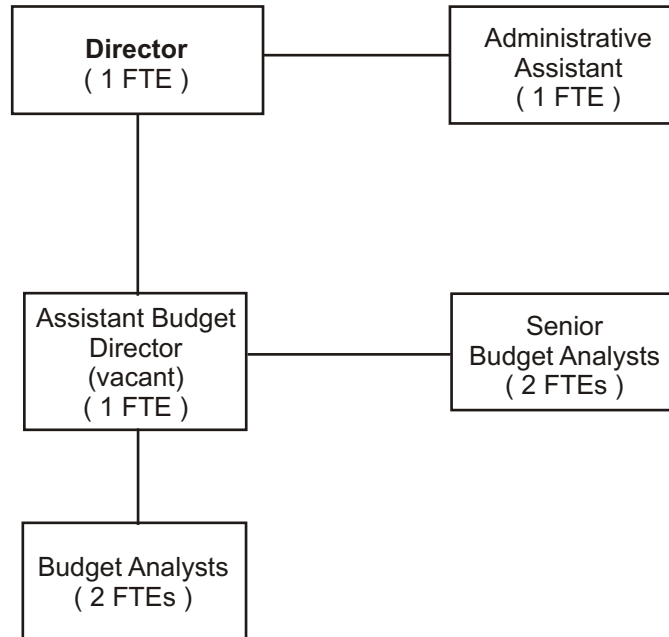




## Budget & Management Services (7 FTEs)



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## BUDGET AND MANAGEMENT SERVICES

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### Mission

To inform and enhance management and City Council decision-making, to ensure the accountability of all City funds and to evaluate and recommend the best use of public resources.

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### RESOURCE ALLOCATION

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	Actual FY 2000-01	Adopted FY 2001-02	Estimated FY 2001-02	Adopted FY 2002-03	Change
Appropriations					
Personal Services	\$ 378,607	\$ 429,691	\$ 367,495	\$ 457,901	6.6%
Operating	128,894	103,004	103,004	61,113	-40.7%
Capital	1,550	4,159	4,159	-	-100.0%
Total Appropriations	\$ 509,051	\$ 536,854	\$ 474,658	\$ 519,014	-3.3%
Full Time Equivalents	7	7	7	7	0
Part-time FTEs	-	-	-	-	0
Nondepartmental					
Miscellaneous Consulting Studies	36,595	48,000	141,949	185,000	285.4%
Revenues					
General Fund					
Discretionary	\$ 453,515	\$ 464,920	\$ 558,869	\$ 601,920	29.5%
Program	92,761	102,859	102,859	106,973	4.0%
Total Revenues	\$ 546,276	\$ 567,779	\$ 661,728	\$ 708,893	24.9%

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### FY 2002-03 BUDGET ISSUES

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- Funds for printing expenses have been increased in order to support costs related to the managed competition initiative
- Funding for the Citizens' Satisfaction Survey is included in the budget in alternate years; funding is not currently included in FY 2002-03 budget.

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### SUPPORT OF CITY COUNCIL PRIORITIES

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#### *Fiscal Responsibility:*

- Quarterly financial reports detailing City revenues and expenditures and relating such information to the progress of various initiatives throughout the City
- Lead and support the City's annual budget development and approval process

#### *Managing Growth:*

- Capital Improvement Plan Preparation
- Coordination of annexation process

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### DEPARTMENTAL EFFICIENCY MEASURES

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- Established Managed Competition Citizens Committee to prepare a procedure for implementing Managed Competition process in order to achieve maximum cost effectiveness and efficiency from City resources and services.

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### UNFUNDED ITEMS

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Citizen Satisfaction Survey	\$43,000
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## PROGRAM DESCRIPTIONS

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### Budget and Management Operations

**\$519,014**

**FTE's 7**

The department is primarily responsible for preparing the operating budget and five-year revenue/expenditure projections for all City government services. Staff will lead operational and organizational studies as identified by the City Council, City Manager's Office, department staff, and budget staff.

The department is primarily responsible for preparing the capital improvement plan (CIP) and coordinating the City's process for petition and City-initiated annexations. Staff will lead the effort to establish and maintain the City's strategic plan. Additionally, staff will be responsible for conducting citizen surveys and evaluating departmental achievement of City goals and objectives.

**GOAL:** To ensure the City's financial health and the provision of quality services in accordance with the City's Community Goals.

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**OBJECTIVE:** To project General Fund discretionary revenues to within 1% of actual revenues received.

**STRATEGY:** Budget staff will work with others, such as the Chamber of Commerce, the League of Municipalities, other City Departments, and the Durham County Tax Office to ensure that the information needed to make projections is available and updated on a routine basis.

<b>MEASURE:</b>	<b>Actual FY 2001</b>	<b>Adopted FY 2002</b>	<b>Estimated FY 2002</b>	<b>Adopted FY 2003</b>
Accuracy of General Fund revenue projection	+1%	+1%	-4%	+1%

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**GOAL:** To improve management and Council decision-making through fiscally and programmatically sound recommendations.

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**OBJECTIVE:** To complete management studies that result in productivity or revenue enhancements equal to 75% of the cost of departmental operations.

**STRATEGY:** BMS staff, in conjunction with the City Manager's Office and departments, will identify areas to review.

<b>MEASURE:</b>	<b>Actual FY 2001</b>	<b>Adopted FY 2002</b>	<b>Estimated FY 2002</b>	<b>Adopted FY 2003</b>
Annual productivity/revenue gains as % of departmental budget	75%	75%	N/A	75%
% Management studies adopted by City Manager	100%	100%	N/A	100%

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### **INITIATIVES COMPLETED FOR FY 2001-2002**

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- The FY 2000-2001 Budget received the Distinguished Budget Document award from the Government Finance Officers Association. This is the 12th consecutive year that the City has received this award.
- The department led the City's participation in the statewide benchmarking project conducted by the Institute of Government. Comparative financial and performance data for FY 2001-02 will be compiled for Police, Solid Waste Collections, Street Maintenance, Fire Service and Inspections.
- The department began the Managed Competition Initiative, a citywide effort to research, analyze and implement highly efficient, competitive and cost-effective service delivery.
- The department coordinated Coffees with Council, an effort to solicit feedback from Durham residents concerns regarding budgetary requests for the upcoming fiscal year
- BMS staff processed 14 petitioned annexation requests
- On May 20, 2002, the City Manager will present her Recommended Budget for FY 2002-03, Resource Allocation Plan for FY 2002-03, and Capital Improvement Plan for FY 2003-FY 2008

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### **MAJOR INITIATIVES FOR FY 2002-2003**

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- Continue progress with Managed Competition Initiative
- Complete Citizen Satisfaction Survey
- Restructure Non-City Agency funding process
- Provide regular Management Updates
- Hire a permanent Director and fill other staff vacancies